

For: FAS and FSA Employees and Contractors

**Identifying 30 Year or Older Permanent Records Not Stored in National Archives and Records
Administration (NARA) Facilities**

Approved by: Deputy Administrator for Management



1 Identifying and Reporting Permanent Records

A Background

On August 24, 2013, the Office of Management and Budget (OMB) and the NARA issued a memorandum titled, “Managing Government Records”. This memorandum marked the beginning of an Executive Branch-wide effort to reform records management policies and practices and to develop a 21st century framework for managing Government records. The benefits of this effort are all the following:

- improved performance and promoting openness and accountability by better documenting agency actions and decisions
- identifying and transferring records that are permanent and historically valuable to NARA
- assisting executive departments and agencies (referred to collectively as agencies) in minimizing costs and operating more efficiently.

Records appraised by the Archivist of the United States as having sufficient historical or other value that warrants them to be preserved by the Federal government beyond the time they are needed for administrative, legal, or fiscal purposes are considered to be permanent records.

B Purpose

This notice:

- informs all FAS and FSA employees about the request for information
- requires all FAS and FSA employees and contractors to comply with the NARA/OMB memorandum titled, “Managing Government Records”

| Disposal Date | Distribution |
|---------------|---|
| March 1, 2014 | All FAS and FSA employees and contractors; State Offices relay to County Offices |

1 Identifying and Reporting Permanent Records (Continued)

B Purpose (Continued)

- requires each division, including all branches and sections, to provide a list of permanent records that have been in existence in their office for more than 30 years.

C Action

All divisions, including branches and sections within FAS and FSA, are **required** to identify and submit a list of permanent records for transfer that have not previously been reported to NARA and have been in existence for more than 30 years.

Each division shall submit their list of permanent records to the MSD, Information Management Branch, Records Section no later than **February 14, 2014**. The lists shall be e-mailed to **FSA.RecordsMgmt@wdc.usda.gov** and shall contain the following information:

- name
- agency
- office
- volume in cubic feet.

Note: A full letter-size file drawer is approximately 1.5 cubic feet; a full legal-size file drawer is approximately 2 cubic feet.

D Contact

For questions about this notice, contact Keith Holden, FSA Records Officer, at either of the following:

- e-mail at **keith.holden@wdc.usda.gov**
- telephone at 202-690-1560.